

DTS CUI INTEGRATED TRAINING CURRICULUM

WEB TRAINING CLASSES

TRAVELER

DOCUMENT PREPARATION CURRICULUM

0800 – 0830 - Introduction/Overview
- Traveler Simplified Entitlements

0830 – 1200 - DTS Training

LESSON 1 – INTRODUCTION

LESSON 1.1

- a. Administrative Remarks / Class Registration
- b. Training Resources (WBT, www.defensetravel.osd.mil)

LESSON 1.2 – Getting Started

- a. Launching DTS
- b. Logging into DTS (Digital Signature)
- c. Overview of Web Portal
- d. Access/Overview of Private Page
- e. On Line Help

DOCUMENT PREPARATION

LESSON 2 – AUTHORIZATIONS/Order

- LESSON 2.1 – Creating a New Authorization/Order
- LESSON 2.2 – Reviewing /Updating Traveler Information
- LESSON 2.3 – Preparing an Itinerary
- LESSON 2.4 – Making Travel Arrangements
- LESSON 2.5 – Estimating Expenses
- LESSON 2.6 – Accounting
- LESSON 2.7 – Additional Options
- LESSON 2.8 – Review/Sign

LESSON 3 – GROUP AUTHORIZATIONS

- LESSON 3.1 – Creating a Group Authorization / Order
- LESSON 3.2 – Group Travel Selection
- LESSON 3.3 – Preparing an Itinerary
- LESSON 3.4 – Group Ticketed Transportation
- LESSON 3.5 – Estimating Expenses
- LESSON 3.6 – Accounting
- LESSON 3.7 – Additional Options
- LESSON 3.8 – Review/Sign

LESSON 4 – ADJUSTMENTS/AMENDMENTS

LESSON 4.1 – Adjusting a Document

LESSON 4.2 – Amending a Document

LESSON 5 – CREATE A LOCAL VOUCHER

LESSON 5.1 – Introduction

LESSON 5.2 – Create a Local Voucher

LESSON 5.3 – Expenses

LESSON 5.4 – Accounting Codes (Lines of Accounting)

LESSON 5.5– Additional Option

LESSON 5.6– Preview/Sign Document

LESSON 6– CREATE A VOUCHER FROM AUTHORIZATION

LESSON 6.1– Introduction

LESSON 6.2– Creating a Voucher from Authorization

LESSON 6.3– Review/Update Itinerary

LESSON 6.4– Review/Update Expenses

LESSON 6.5– Add/Update Ticketed Transportation

LESSON 6.6– Additional Options (Review/Update Lodging/M&IE)

LESSON 6.7– Review/Sign

PRACTICAL EXERCISE – Creating an Authorization and Voucher From Authorization Documents (Optional as time permits)

DTS CUI INTEGRATED TRAINING CURRICULUM

WEB TRAINING CLASSES

AUTHORIZING OFFICIAL **ROUTE AND REVIEW CURRICULUM**

1300 – 1330 - DTS Introduction/Overview
- Traveler Simplified Entitlements
- AO Responsibilities

1330 – 1700 - DTS CUI Training:

ROUTE AND REVIEW

LESSON 1– AUTHORIZING OFFICIALS

LESSON 1.1 – Overview
LESSON 1.2 – Review Document
LESSON 1.3 – Pre-auditing Documents
LESSON 1.4 – Other Authorizations
LESSON 1.5 – Document Details
LESSON 1.6 – Adjustments
LESSON 1.7 – Digital Signature (Approve, Return or Cancel)

- Funds Certification

LESSON 1.8 – Setup/ Delegating and Revoking Signature Authority
LESSON 1.9 – Printing

LESSON 2 – AUTHORIZING GROUP TRAVEL

LESSON 2.1 – Overview
LESSON 2.2 – Review Document
LESSON 2.3 – Pre-auditing Documents
LESSON 2.4 – Other Authorizations
LESSON 2.6 – Document Details
LESSON 2.7 – Adjustments
LESSON 2.5 – Digital Signature (Approve, Return or Cancel)

- Funds Certification

LESSON 2.6 – Set Lock date

PRACTICAL EXERCISE – Route & Review of Documents (Optional as time permits)